

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

November 18, 1983



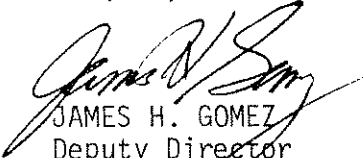
## ALL-COUNTY INFORMATION NOTICE I- 126-83

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: SOCIAL WORKER INSTRUCTIONS FOR THE "WORKSHEET FOR INDIVIDUAL REPORT  
ON PREPLACEMENT PREVENTIVE SERVICES" (FORM SOC 164)  
REFERENCE: ACL 83-95

This letter transmits the form and instructions for the "Worksheet for Individual Report on Preplacement Preventive Services", Form SOC 164. The form and instructions are for optional use by counties to assist them in meeting reporting requirements of the Preplacement Preventive Services Quarterly Report (Form SOC 291). The instructions supplement the Form SOC 291 instructions and are for use by the social workers in completing the Form SOC 164.

If you have any questions regarding this notice, please call Fernando Russell at (916) 323-2333 or ATSS 473-2333.

  
JAMES H. GOMEZ  
Deputy Director  
Administration

Atch.

cc: CWDA

# WORKSHEET FOR INDIVIDUAL REPORT ON PREPLACEMENT PREVENTIVE SERVICES

## SECTION I — EMERGENCY RESPONSE SERVICES

### IDENTIFYING INFORMATION

FAMILY LAST NAME	FAMILY FIRST NAME(S)	CASE NUMBER
CHILD(REN)'S LAST NAME	CHILD(REN)'S FIRST NAME(S)	WORKER IDENTIFICATION NUMBER

### PART A. EMERGENCY RESPONSE SERVICES CASE INFORMATION

- Date Emergency Response Case was received ..... \_\_\_\_\_
  - Number of children at risk ..... \_\_\_\_\_
  - Number of children from 1a eligible for EA-ANEC ..... (        )
- Was the Emergency Response initiated within 2 hours? .... ☐ Yes ☐ No

### PART B. REASON FOR THE EMERGENCY RESPONSE

#### NUMBER OF CHILDREN

(Count Child Only Once - In Order of Priority)

- |   |            |
|---|------------|
| 1. Sexual Abuse .....   |            |
| 2. Physical Abuse .....   |            |
| 3. Severe Neglect (ER initiated within 2 hours) .....                             |            |
| 4. General Neglect (ER initiated within 5 days) .....                             |            |
| 5. Emotional Abuse .....  |            |
| 6. Caretaker Absence or Incapacity .....  |            |
| 7. Parent/Child Conflict .....  |            |
| 8. Other .....  |            |
| 9. Total .....  |            |
| 10. How many children from Item 9 were Abused/Neglected in Out-of-Home Care ..... | (        ) |

### PART C. EMERGENCY RESPONSE SERVICES PROVIDED

(Count Child Once for Each Type of Service Received)

- |                                 |  |
|---------------------------------|--|
| 1. Initial Intake .....         |  |
| 2. Crisis Intervention .....    |  |
| 3. Counseling .....             |  |
| 4. Emergency Shelter Care ..... |  |
| 5. Transportation .....         |  |
| 6. Total .....                  |  |

### PART D. REASON FOR TERMINATION OF EMERGENCY RESPONSE SERVICES

DATE TERMINATED	# OF CHILDREN 21 DAYS AND UNDER	OVER 21 DAYS	# OF CHILDREN FUNDED BY EA-ANEC
--------------------	---------------------------------------	--------------	------------------------------------

- |   |  |  |  |
|---|--|--|--|
| 1. Transferred to Family Maintenance .....                                |  |  |  |
| 2. Transferred to Family Reunification .....                              |  |  |  |
| 3. Transferred to Permanent Placement .....                               |  |  |  |
| 4. Investigated and closed (or resolved) - no further action needed ..... |  |  |  |
| 5. Total .....  |  |  |  |

**SECTION II - FAMILY MAINTENANCE SERVICES**

**IDENTIFYING INFORMATION**

FAMILY LAST NAME		FAMILY FIRST NAME(S)	CASE NUMBER
CHILD(REN)'S LAST NAME		CHILD(REN)'S FIRST NAME(S)	WORKER IDENTIFICATION NUMBER

**PART A. FAMILY MAINTENANCE SERVICES CASE INFORMATION**

1. Number of children at risk: ..... 2. Date Services case established: .....

PART B. SOURCE OF FAMILY MAINTENANCE SERVICE CASE		NUMBER OF CHILDREN
1. Case transferred from Emergency Response - Voluntary .....		
2. Case transferred from Emergency Response - Court Ordered .....		
3. Case transferred from Family Reunification .....		
4. Case transferred from Permanent Placement .....		
5. Case transferred from other Counties or Agencies .....		
6. Total .....		

**PART C. FAMILY MAINTENANCE SERVICES PROVIDED**

1. Counseling .....	
2. Emergency Shelter Care .....	
3. Parenting Training .....	
4. Respite Care .....	
5. Teaching and Demonstrating Homemaker .....	
6. Temporary In-Home Caretakers .....	
7. Transportation .....	
8. Total .....	

PART D. REASON FOR TERMINATION OF FAMILY MAINTENANCE CASE		DATE TERMINATED	NUMBER OF CHILDREN
LENGTH OF TIME CASE WAS OPEN			
6 MOS. - LESS THAN 9 MOS.			
9 MOS. - LESS THAN 12 MOS.			
12 MOS. - OVER 12 MONTHS			

1. Services objectives achieved and voluntary services terminated .....				
2. Services objectives achieved and court dismissed dependency .....				
3. Time limits expired and no further services ordered by the court .....				
4. Referred to other non-CWD agencies and closed .....				
5. Transferred to Family Reunification or Permanent Placement .....				
6. Other .....				
7. Total .....				

INSTRUCTIONS FOR COMPLETION OF THE: WORKSHEET FOR INDIVIDUAL REPORT ON  
PREPLACEMENT PREVENTIVE SERVICES

(Form SOC 164)

The Form SOC 164 is for optional use by the counties. The principal purpose of the Form SOC 164 is to enable counties to collect, in a uniform format on an ongoing basis, data required in summary form on the SOC 291 (Preplacement Preventive Services Quarterly Report). If used by the county, the SOC 164 will be kept in the case file and maintained by the social worker. The social worker will fill out the SOC 164 and count only the case children. Each SOC 164 will be the basis of the family count, therefore a tabulation of the forms will be necessary to obtain the family count.

The items correspond to the items on the Form SOC 291, and are defined exactly as they are in Manual Section 30-100 through 30-276.

Section I of the SOC 164 is designed to provide data on Emergency Response Services and Section II is to provide data on Family Maintenance Services. The report is designed so that counties may send the emergency response side with the case file when the case is transferred to Family Maintenance Services (and send a photocopy to the statistician responsible for the SOC 291), or initiate a new SOC 164, Section II with the Family Maintenance Services' case file, etc. Whatever the procedure, counties have the necessary latitude with this report to manage their internal systems while providing the state with the Preplacement Preventive Services reporting as required.

Case data or other computerized counties may develop a substitute form or method for input into their computer system.

Instructions for Completing the Form SOC 164

SECTION I - EMERGENCY RESPONSE SERVICES

Identifying Information: Since each SOC 164 is the basis of the family count, the identifying information should include any unit that functions as a family. "Family" should not be narrowly construed to mean only the common nuclear family typifying our society.

For the remainder of this section of the SOC 164 the social worker should count only the service children.

PART A - EMERGENCY RESPONSE SERVICES CASE INFORMATION

Item Instructions:

- Item 1. Date emergency response case was received. - Enter the date the emergency response case was received.
- Item 1a. Number of children at risk. - Report the number of children in families who were investigated in the emergency response referral by the social worker at the time of the initial face-to-face contact.

Item 1b. Number of children from 1a eligible for EA-ANEC. - Report the number of children that received services funded (all or in part) by Emergency Assistance - Abuse, Neglected and Exploited Children (EA-ANEC) funds. This is a duplicated count and should always be equal to or less than the entry in Item 1a.

Item 2. Was the Emergency Response initiated within two hours? - Check the appropriate box.

#### PART B - REASON FOR THE EMERGENCY RESPONSE

Items 1 through 5 include the broad categories of types abuse and neglect. The remaining Items 6 through 8 are other categories or reasons for response.

Since the reason given by the person referring a case may not be explicit or may not state the most important problem, the primary reason for the emergency response must be determined and reported by the social worker assigned to the case. Items 1 through 8 are prioritized by primary reason. Thus, if a child is receiving an emergency response for general neglect (Item 4) and physical abuse (Item 2), the social worker will report Item 2, physical abuse, as the primary reason because it has the higher priority for statistical reporting purposes. Since each child in a referred family may have a different reason for referral, report each child under his or her primary reason for referral.

NOTE: In this part, only one reason for the emergency response is acceptable for each child. This is an unduplicated count. A count for each child should be entered in the item that describes the primary reason for the emergency response for each child.

#### Item Instructions:

Item 1. Sexual Abuse - Means the victimization of a child by sexual activities including, but not limited to, those activities defined in Penal Code Section 11165(b) as "sexual assault".

Item 2. Physical Abuse - Means nonaccidental bodily injury that has been or is being inflicted on a child. It includes, but is not limited to, those forms of abuse defined by Penal Code Sections 11165(d) and (e) as "willful cruelty or unjustifiable punishment of a child" and "corporal punishment or injury".

Item 3. Severe Neglect - The negligent failure of a person having the care or custody of a child to protect the child from severe malnutrition or medically diagnosed nonorganic failure to thrive. "Severe neglect" also means those situations of neglect where any person having the care or custody of a child willfully causes or permits the person or health of the child to be placed in a situation such that his or her person or health is endangered, as prescribed by Penal Code Section 11165(d), including the intentional failure to provide adequate food, clothing, or shelter. Emergency responses initiated within two hours are usually for cases of severe neglect.

Item 4. General Neglect - Means the negligent failure of a person having the care or custody of a child to provide adequate food, clothing,

shelter, or supervision where no physical injury to the child has occurred. Emergency responses initiated within the five-day period (but after two hours) are usually for cases of general neglect.

- Item 5. Emotional Abuse - Means nonphysical mistreatment, the results of which may be characterized by disturbed behavior on the part of the child such as severe withdrawal, regression, bizarre behavior, hyperactivity, or dangerous acting-out behavior. Such disturbed behavior is not deemed, in and of itself, to be evidence of emotional abuse. Emotional abuse includes willfully causing or permitting any child to suffer, or inflicting thereon mental suffering, or endangering a child's emotional well-being as described in Penal Code Section 11165(d).
- Item 6. Caretaker Absence or Incapacity - Means absence of caretaker due to hospitalization, incarceration or death, incapacity of caretaker to provide adequate care for the child due to physical or emotional illness, disabling condition, or compulsive use of alcohol or narcotics. Include a child found on the street under this category if the primary reason for the child being found on the street was not included in Items 1 through 5, the general abuse/neglect categories.
- Item 7. Parent/Child Conflict - Means situations where a referral is received from a child, parent and/or community source requesting services in order to resolve family discord. Examples include runaways, teenage pregnancy where the parent(s) are requesting removal, out-of-control behavior, severe sibling conflict, etc.
- Item 8. Other - Circumstances which are not described by the above categories, but which required a response.
- Item 9. Total - Enter the sum of Items 1 through 8 above.
- Item 10. How many from Item 9 were Abused/Neglected in Out-of-Home Care? - Enter the number of children from Item 9 above that were abused/neglected while in out-of-home care. This is a duplicated count.

#### PART C - EMERGENCY RESPONSE SERVICES PROVIDED

This part reports the number of children who received each of the listed preventive or remedial services. This is a duplicated count. Enter as many of the itemized services in Part D as were provided, but report only once any given type of service for each child. This will result in an unduplicated count of children receiving a specific type of service by each service.

Example: The family has two children, both of whom received emergency response services. During the quarter, one of the children spent five days in Emergency Shelter Care, and the family received three counseling sessions. Because one child received emergency shelter care, one child would be reported under "Emergency Shelter Care". However, both children would be reported once under each of the other services received, as follows:

	<u>No. of Children</u>
1. Initial Intake	2
2. Crisis Intervention	2
3. Counseling	2
4. Emergency Shelter Care	1
5. Transportation	0

Item Instructions:

Enter the appropriate count for each designated item.

- Item 1. Initial Intake - Means investigating the circumstances and facts regarding a referral for emergency response services to determine the potential for or existence of any condition(s) which place children at risk and in need of services; and to determine the services which would best protect the children's interest and welfare.
- Item 2. Crisis Intervention - Means determining the precipitant of the crisis; offering support to all family members; defusing the situation; and assessing the potential for harm to all family members.
- Item 3. Counseling - Means assisting the recipient to analyze and better understand the situation; selecting methods of problem-solving; identifying goals; and exploring alternative behavior.
- Item 4. Emergency Shelter Care - Means providing a protective environment for a child who must be immediately removed from his/her own home or current foster care placement, and who cannot be immediately returned to his/her own home.
- Item 5. Transportation - Means conveying a recipient from one place to another when mobility is necessary to support a specific service plan, and no other means of conveyance is available.
- Item 6. Total - Enter the total of Items 1 through 5.

PART D - REASON FOR TERMINATION OF EMERGENCY RESPONSE SERVICES

This part shows the reason for termination of emergency response services during the quarter.

In cases where there are several children with different case dispositions, report each child under his or her specific category. This is an unduplicated count.

Also, when reporting transfers to other counties, report the disposition under the program the child was transferred to, e.g., family maintenance, etc. Occasionally, the social worker does not know the disposition of the emergency response case, or the intercounty transfer takes place at the end of the report quarter (before the emergency response case is closed); in such cases, report the child under Item 4.

Item Instructions:

- Item 1. Transferred to Family Maintenance - Report all emergency response services children transferred to family maintenance services. Show the date the case was terminated, the number of children (21 days and under, or over 21 days) and the number of children that were funded by EA-ANEC at the time of termination from emergency response services.
- Item 2. Transferred to Family Reunification - Report all emergency response services children transferred to family reunification services. Show the date the case was terminated, the number of children (21 days and under, or over 21 days) and the number of children that were funded by EA-ANEC at the time of termination from emergency response services.
- Item 3. Transferred to Permanent Placement - Report all emergency response services children that were transferred to permanent placement services. Show the date the case was terminated, the number of children (21 days and under, or over 21 days) and the number of children that were funded by EA-ANEC at the time of termination from emergency response services.
- Item 4. Investigated and closed (or resolved) - no further action needed - Report the number of children that were investigated for services (face-to-face contacts only), but where the problem was resolved or no further service activity was warranted. Show the date the case was terminated, the number of children (usually 21 days and under when Item 4 is reported) and the number of children that were funded by EA-ANEC at the time of termination from emergency response services.
- Item 5. Total - Enter the total of Items 1 through 4.

SECTION II - FAMILY MAINTENANCE SERVICES

Identifying Information: Since each SOC 164 is the basis of the family count, the identifying information should include any unit that functions as a family. "Family" should not be narrowly construed to mean only the common nuclear family typifying our society.

For the remainder of the SOC 164, the social worker should count only the service children.

PART A - FAMILY MAINTENANCE SERVICES CASE INFORMATION

Item Instructions:

- Item 1. Number of children at risk. - Enter the number of the family maintenance services children in this case.
- Item 2. Date services case established. - Enter the date this services case was established.



## PART B - SOURCE OF FAMILY MAINTENANCE SERVICE CASE

This section is self-explanatory. Report the number of children in the family services case by source.

## PART C - FAMILY MAINTENANCE SERVICES PROVIDED

This part reports the number of children who received each of the listed preventive or remedial services. This is a duplicated count. Enter as many of the itemized services in Part C as were provided, but make only one entry for any given service received by each child. This will result in an unduplicated count of children receiving each type of service.

### Item Instructions:

Enter the appropriate count for each designated item. Then enter the sum of Items 1 through 7 in the space provided.

- Item 1. Counseling - Means assisting the recipient to analyze and better understand the situation; selecting methods of problem solving; identifying goals; and exploring alternative behavior.
- Item 2. Emergency Shelter Care - Means providing a protective environment for a child who must be immediately removed from his/her own home or current foster care placement, and who cannot be immediately returned to his/her own home.
- Item 3. Parenting Training - Means child development, home arrangement and consumer education provided through social services and/or specialized formal instruction and practice in parenting skill achievement.
- Item 4. Respite Care - Means the provision of prearranged care in residential settings other than the child's own home when a parent is absent or incapacitated, and a determination has been made that temporary placement is in the child's best interest. Respite care is offered as part of a service plan to allow a temporary respite of parental duties, so that parent is able to perform other responsibilities necessary to improve or maintain the parenting function.
- Item 5. Teaching and Demonstrating Homemaker - Means a person who provides homemaking instruction through discussion and example to parents/caretakers and/or families when parental functioning can be improved by teaching more effective child care skills and home maintenance. Although this does not include the routine provision of regular homemaker services, teaching and demonstrating homemakers may provide direct child care and home maintenance services incidental to the primary goal of improving parent functioning through demonstrating and teaching the skills required to successfully manage and maintain the home and meet the needs of children in that setting. This instruction is available on a 24-hour basis as resources permit. It does not necessarily have to be provided during the parents' presence in the home.

Item 6. Temporary In-Home Caretakers - Means a person who provides temporary care to a child in his/her own home in lieu of out-of-home placement when a parent(s)/guardian(s) is unable to care for the child because of an absence or illness and there is no other caretaker available to provide necessary care. Temporary in-home caretakers do not provide routine, ongoing child day care.

Item 7. Transportation - Means conveying a recipient from one place to another when mobility is necessary to support a specific service plan, and no other means of conveyance is available.

Item 8. Total - Enter the sum of Items 1 through 7.

#### PART D - REASON FOR TERMINATION OF FAMILY MAINTENANCE CASE

This part describes the principal reasons family maintenance services were terminated. Only the principal reasons should be reported. This is an unduplicated count.

In cases where there are several children with different case dispositions, report each child under his or her specific principal category.

#### Examples:

1. There are two children in the family. Both children receive family maintenance services. One of the children is transferred to family reunification while the other child remains in the home; report only the one child transferred to the Family Reunification Services Program.
2. Same case. In the following month, the child that remained in the home is dismissed by the court. Count the remaining child under Item 2.
3. Same family, but both children's services are terminated on the same day. Count one child each under Item 2 and Item 5.

It is possible that a Family Maintenance Services Program child could be referred to the Emergency Response Services Program. Normally, this would not occur in the same district office, but it is possible in another district office in the same county. When an emergency response (face-to-face contact) occurs on behalf of a child currently in family maintenance services, count the child as an emergency response case, and dispose of the emergency response case under Section I, Part D, Item 4. Do not report the child as terminated from family maintenance services.

Report the date the case was terminated, and check the appropriate box showing the length of time the case was open. The length of time case was open is the difference between "Date Services Case Established" (Part A, Item 2), and the "Date Terminated" (Part D).

#### Item Instructions:

Items 1 through 6. Self-explanatory - Enter appropriate count for each item.  
(This includes date terminated and length of time case was open.)

Item 7. Total - Enter the total of Items 1 through 6.

However, report the case, where service objectives are not achieved and the time limits expire, under Item 1.